



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 N. UNION STREET
POST OFFICE BOX 301410
MONTGOMERY, ALABAMA 36130-1410
www.mh.alabama.gov



JAMES V. PERDUE
COMMISSIONER

July 1, 2015

Dear Vendor:

The Alabama Department of Mental Health (DMH) is requesting proposals from qualified vendors to provide **hospital services**. Proposals will be accepted until **Friday, July 24, 2015 at 4:00 pm**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire request for proposal document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

Alabama Department of Mental Health
Attn: Office of Contracts & Purchasing
100 North Union Street, Suite 570
Montgomery, AL 36104

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

Sincerely,

Joey Kreauter, Director
Office of Contracts & Purchasing

Organization: Alabama Department of Mental Health (DMH)

RFP Closing Date: **Friday, July 24, 2015 by 4:00 pm**
Emailed or faxed responses are not accepted.

RFP Contact Info: Leola Rogers
AL Dept. of Mental Health
Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104
Telephone Number (334) 353-7440
Fax Number (334) 353-7090
Email: leola.rogers@mh.alabama.gov

MAILING NOTE

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are not accepted. All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely. Postmarks of the date mailed are insufficient; the proposal must actually be received at the above listed office by the date/time specified.

ADDITIONAL INFORMATION

1. Who **may** respond to this RFP? Medical Centers.
2. Who **may not** respond to this RFP? Individuals, Staffing agencies, Employees of DMH and current state employees.
3. In order to do business in the State of Alabama all businesses domestic and foreign must be registered with the Alabama Secretary of State Office.
*Domestic means within the State of Alabama. **Foreign means out-of-state.
4. All vendors must enroll in the E-Verify System with Homeland Security.
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (*see mailing note*), requested # of submissions not received.

The Alabama Department of Mental Health (DMH) is seeking proposals from qualified vendors to provide **hospital services** to the mental health facilities in Tuscaloosa, Alabama.

Facilities:

1. Bryce Hospital (Bryce), Tuscaloosa, AL
2. Mary S. Harper Geriatric Center (Harper), Tuscaloosa, AL
3. Taylor Hardin Secure Medical Facility (THSMF), Tuscaloosa, AL

Required Qualifications:

1. Have certification of hospital compliance with Joint Commission standards and Medicare Conditions of Participations (CoP) as per CFR Part 482.
2. Have the ability to provide emergency and non-emergency medical care.
3. Be licensed and/or certification approved by federal and state authority.
4. Have physicians who are legally authorized to practice medicine by the state licensure commission.

Scope of Work:

- A. Vendor will provide emergency and general medical/surgical treatment for patients of Bryce Hospital, Mary Starke Harper Geriatric Center, and Taylor Hardin Secure Medical Facility who require such treatment in a medical setting for organic problems in accordance with orders from a duly-licensed physician in the State of Alabama. Such treatment may include diagnostic or radiological services by a physician referral.
- B. Vendor will provide all equipment, facilities, and supplies including laundry, linen and janitorial, utilities, and non-physician personnel.
- C. Agree that all clients receiving general medical/surgical treatment will continue to receive psychiatric treatment with rehabilitation at the discretion of the DMH psychiatric staff while confined in the medical facility. Contractor agrees that the psychiatric treatment shall be conducted with input from the attending psychiatrist/designee of the appropriate DMH facility.
- D. Agree to utilize a point of care electronic medical record system that provides a written medical record to applicable facility upon discharge (at the time of discharge), with a faxed copy of the discharge summary to the referring facility.
- E. Complete medication reconciliation prior to completing discharge medication orders as per Joint Commission standards.
- F. Agree to hand off patient information prior to transferring patients as per Joint Commission standards.
- G. Vendor will provide all information (coding, diagnosis co-morbid conditions, etc.) necessary for patient billing to the referring facility in a timely manner.
- H. Agree to work with the referring facility to maintain appropriate length of stay, cost per patient day, 30-day re-admission, rates, in-hospital mortality rates, and patient satisfaction.
- I. Institute processes for immediate notification of the referring facility upon a patient death.
- J. Agree to ensure that discharges back to the referring facility occur before 3:00 pm.
- K. Agree to attend selected death review if requested by the Mortality Committee.
- L. Respond in writing if there is an incident report generated in relation to patient care.
- M. Must maintain a Level 3 trauma center or higher.
- N. Staff must be comprised of primary care and consultant physicians as well as ancillary staff such as respiratory therapist, physical therapist, and nutritionists.
- O. Agree that ancillary testing will be easily assessed.

Proposal Content

Instructions must be followed or responses will not be graded.

Each proposal is to contain specific responses to each of the following requests and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. Submit the response to each item with the item reproduced at the top of the page of the response.

1. Submit a cover letter summarizing your proposal. Limit the cover letter to no more than one page.
2. Attach contact information regarding the respondent including legal name, correct address, and telephone number.
 - Include previous experience.
 - Include knowledge of the requested services and/or any special training.
 - Include any information pertaining to the respondent's abilities to provide the scope of work for this RFP.
3. Attach a **detailed** budget (frequency, pay rate, **or** detailed price list etc.).
4. Clearly mark the outside of the envelope **RFP Hospital Services**.
5. Submit one (1) original and two (2) copies.
6. All pages should be numbered consecutively beginning with **number 1** after the cover letter.

Your entire proposal must be received at the following address no later than 4:00 pm on July 24, 2015. **Please review the mailing note.** All proposals received after the deadline will be returned unopened.

Mail To:
AL Department of Mental Health
Attn: Office of Contracts & Purchasing
RSA Union Building
100 North Union Street, Suite 570
Montgomery, AL 36104

The Department of Mental Health assumes no responsibility for expenses incurred in the preparation of the proposal and reserves the right to reject any and all proposals. Additionally, DMH reserves the right to waive irregularities in any proposals and request clarification of any information, and negotiate with the firm and/or individual submitting the best proposal to secure more favorable conditions.

Evaluation Process

A review committee will examine each proposal submitted and may elect to conduct interviews with finalists. The department expects a final selection on or before August 21, 2015.

Selection Criteria

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.

3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to a familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

Evaluation Criteria

Proposals will be evaluated based on their responsiveness to the items contained in the content section of this Request for Proposal. It is expected that the review committee will rate responses according to the following ways:

1. Experience, stability and reputation –35%
2. Understanding of and responsiveness to the Request for Proposal – 15%
3. Expertise and knowledge of the requested service – 35%
4. Budget – 15%

DATES AND DEADLINES

Item	Date	Delivery Method
RFP Release	July 1, 2015	USPS, ADMH Website, and Comptroller's Office website
Deadline to submit RFP questions and requests for clarification	July 8, 2015 by 4pm CST	Email to Leola.rogers@mh.alabama.gov
RFP Questions Posted	July 10, 2015	ADMH website www.mh.alabama.gov/adcp
RFP Closes & Submissions Due (1 original & 2 copies)	July 17, 2015 by 4:00 pm	USPS or FedEx or UPS
Notification of selection status	August 17, 2015 Approximately	USPS (In writing)

Note: Currently emailed or faxed responses are not accepted.